Chapter 3

Web Access–Logon

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3.1 Logon Overview

The NSLDS Financial Aid Professional Web site can be found at http://www.nsldsfap.ed.gov. To logon, you must have a valid User ID and Password (see Chapter 2 for information on obtaining a User ID and Password). NSLDS User Documentation can be obtained online at http://www.ifap.ed.

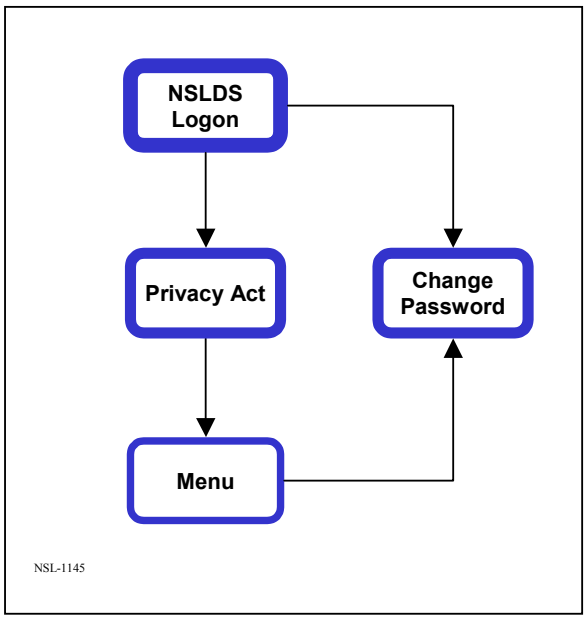

Figure 3–1, NSLDS Logon

3.2 Logon

The System Logon page enables you to logon to the NSLDS FAP Web site, which requires a User ID and Password. After successfully logging on and accepting the Privacy Act page terms and conditions, the Menu appears.

Figure 3–2, System Logon

Sign-Up Information/System Requirements/News & Events/Change Password/FAQ/Download Help

The Sign-Up Information, System Requirements, News & Events, Change Password, FAQ, and Download Help links appear at the top of the System Logon page (Figure 3–2):

- If you are not an authorized user and would like information on how to become one, click **Sign-Up Information**.
- If you have any questions about the browser configuration, click **System Requirements**.
- If you wish to read the latest information about the NSLDS, click **News & Events**.
- If you need to change your password, click **Change Password**.
- If you have any other questions about NSLDS, click **FAQ** to review the answers to the list of Frequently Asked Questions.

- If you wish to download all or part of the Help pages, click **Download Help**.

How to Logon

Below the Sign-Up Information, System Requirements, News & Events, Change Password, FAQ, and Download Help links, the User ID and Password boxes appear.

To logon:

1. Type **User ID** in the box.
2. Type **Password** in the box.
3. Click **Logon**.
4. The Privacy Act page appears. If you are not an authorized user or have questions about the Privacy Act, click **Cancel and Logout** to return to the System Logon page. If you are an authorized user and will adhere to the Privacy Act, click **I Agree**. The Menu page appears.

Tips

- Passwords must be six to eight characters in length.
- At least one character must be a number; however, the first character must be a letter.
- The new password must be different from your last four passwords.
- Passwords are valid for 120 days.
- After three unsuccessful logon attempts, your access to the NSLDS will be revoked.
- If you need a copy of the Adobe Acrobat Reader, click the Adobe Acrobat Reader icon next to the Download Help link on the right of the page. You will link to http://www.adobe.com/products/acrobat/readstep.html.

- If you have any problems accessing the NSLDS, call the Customer Service Center at **1–800–999–8219**, Monday through Friday from 8 a.m. to 8 p.m. ET.

For general logon help and tips, click the icon. For further help, click the icon, which displays the Contact Us page. This page displays the Customer Service Center phone number, 1-800-999-8219, and e-mail address, nslds@pearson.com.

The next page reminds you of the Privacy Act (Figure 3–3) responsibilities and requires your acknowledgment at each logon by clicking the I Agree button at the bottom of the page.

Figure 3–3, Privacy Act

After logging on successfully, the Menu page appears (Figure 3–4).

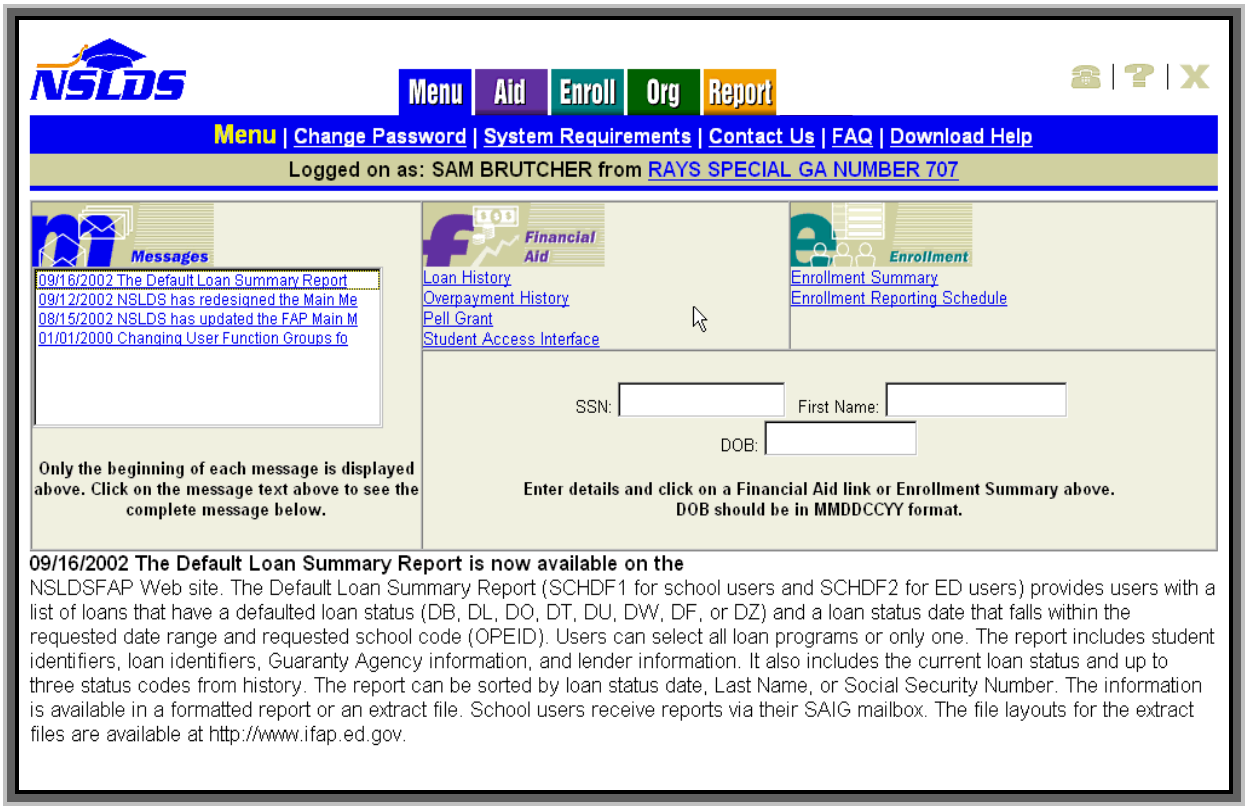

Figure 3–4, Menu Page